



Arizona Department of Education  
Tom Horne, Superintendent of Public Instruction

---

## **Grants Management Enterprise: Overview of Hands – on Training**

---

This workshop is intended to provide a hands-on training of the web-based Grants Management Enterprise (GME) system to individuals from Local Education Agencies (LEAs). The presentation will mainly focus on four main online grant processes: Application, Amendment, Cash Management Report, and Completion Report. It will also go over current Business Rules related to ADE Grants Management. The targeted audience for this presentation is individuals who already have access to secure Grants Management System and are somewhat familiar with the GME system. The workshop will be held in a computer lab, and participants will have access to the ADE Grants Management Enterprise training website.

Please note that this presentation is strictly system-related and will not address questions regarding specific grants, financial requirements, funding strategies, or supplemental grant application materials that may be required by a certain program area.

### **Topics:**

- General Statement Of Assurance
  - Getting Access to GME System for a new or existing user
- Online Application
  - Fund Alerts
  - How to Create, Complete, and Submit an online application
  - Maximum Allowable Indirect Cost for Grants/ Project Matrix
  - Capital Outlay Justification Page
  - Chart of Accounts Matrix
  - How to check status of an existing Application
  - Current Business Rules related to online application
- Amendment
  - Type of Amendment and Current Business Rules related to Amendment
  - How to Create, Complete, and Submit an Amendment
  - How to check status of an existing amendment
- Cash Management Report
  - Current Business Rules related to Cash Management Report
  - How to complete and submit a Cash Management Report
  - Understanding Payment Schedule and Cash Management Report Process Cycle
- Completion Report
  - Current Business Rules related to Completion Report
  - How to create, complete, submit a Completion Report
  - How to check status of an existing Completion Report
  - Multi-Year Fund CarryOver Matrix and understanding your approved Completion Report

**Requirements and information for workshop participants:**

- Participants should be those who have access to secure GME system through Common Logon
- Pre-registration is required – participants can register by completing online registration process through “ADE Calendar of Events” at <https://www.ade.az.gov/onlineregistration/> (Go to View Events by Unit/Division and Click on “Grants Management”)
- Each workshop includes a 3 hour morning session and a 3 hour afternoon session.
- Each workshop is limited to 10 participants.

Sessions will begin promptly at the specified time. Participants are asked to allow adequate time for travel, parking, and locating the classroom.

**Workshop Dates and Locations:**

Districts/ Charters	ADE – Room B2 1535 West Jefferson Street	Monday, February 4, 2008 9:00 AM – 4:00 PM
Districts/ Charters	ADE – Room B2 1535 West Jefferson Street	Wednesday, February 6, 2008 9:00 AM – 4:00 PM
Districts/ Charters	ADE – Room B2 1535 West Jefferson Street	Wednesday, February 13, 2008 9:00 AM – 4:00 PM
Districts/ Charters	ADE – Room B2 1535 West Jefferson Street	Friday, February 15, 2008 9:00 AM – 4:00 PM